



DEPARTMENT OF THE NAVY
PERSONNEL SUPPORT ACTIVITY WEST
937 NORTH HARBOR DRIVE
SAN DIEGO, CALIFORNIA 92132-0076

IN REPLY REFER TO:

Canc frp: 30 Jan 03
PERSUPPACTWESTNOTE 1300
Code N1

OCT 23 2002

PERSUPPACT WEST NOTICE 1300

Subj: COLLATERAL DUTY AND BOARD AND COMMITTEE ASSIGNMENTS

Ref: (a) OPNAVINST 3120.32C

Encl: (1) Collateral Duty Assignments
(2) Board and Committee Assignments

1. **Purpose.** Enclosures (1) and (2) constitute official notification of assignments to collateral duties, as well as appointments to boards, councils, and committees effective this date.

2. **Responsibilities**

a. **Department Heads.** Ensure personnel are aware of assignments. Submit recommended changes to the Executive Officer via the Administrative Officer.

b. **Administrative Officer.** Update and submit to the Commanding Officer on a semiannual basis.

c. **Assigned members.** Incumbents on collateral duty assignments and appointees to boards and committees shall maintain proper records and be governed by the provisions of reference (a) and other applicable directives. As a minimum, a turnover file shall be maintained containing copies of instructions and all actions initiated, planned, and approved or disapproved.


J. D. CHRISTENSEN
By direction

Distribution:
PERSUPPACTWESTINST 5216.1K, Lists I and II

COLLATERAL DUTY ASSIGNMENTS

AIRLIFT COORDINATOR	CMDCM(SS) B. E. BAILEY Ms. E. MORGAN
CASUALTY ASSISTANCE CALLS OFFICER	LCDR J. D. CHRISTENSEN All E-7 through O-4, as assigned
CMEO OFFICER	LT J. T. GUTIERREZ
COMBINED FEDERAL CAMPAIGN COORDINATOR	YNC(AW) L. LICK
COMMAND CAREER COUNSELOR	PNCS(SW/AW) J. GRIGSBY
COMMAND FAMILY ADVOCACY REPRESENTATIVE	DKCS(SW) E. FLORENDO
COMMAND FITNESS COORDINATOR	PNCS(SW/AW) J. GRIGSBY
COMMAND TRAINING COORDINATOR	PN1 J. DUPONT
COMMERCIAL ACTIVITIES (CA)	Ms. L. ATKINS
DRUG/ALCOHOL PROGRAM ADVISOR/ DRUG FREE WORKPLACE COORDINATOR	PN1 B. T. DEHAAN
EEO	Mr. R. GERSTER
EMERGENCY MANAGEMENT COORDINATOR	LT J. T. GUTIERREZ
FACILITIES MANAGER	Mr. R. G. PHIFER
FIRE MARSHALL	PNC(SW/AW/SCW) T. OWENS
FIRE PREVENTION PROGRAM COORDINATOR	PNC(SW/AW/SCW) T. OWENS
FOIA COORDINATOR	LT J. T. GUTIERREZ
GOVERNMENT CHARGE CARD AGENCY PROGRAM COORDINATOR	Mr. M. A. QUINTO
INFORMATION SYSTEMS SECURITY MANAGER	ITC(SW/AW) L. L. GONZALES
JUNIOR OFFICER CAREER COUNSELOR	CAPT CAROLINE B. KONCZEY LCDR J. D. CHRISTENSEN

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KEY CONTROL COORDINATOR	Mr. R. G. PHIFER
LEGAL OFFICER	LT J. T. GUTIERREZ
MILCAP COORDINATOR	DKCS(SW) E. FLORENDO
NAVY RELIEF COORDINATOR	PNCS(SW/AW) J. L. GRIGSBY
OFFICIAL MAIL MANAGER	LT J. T. GUTIERREZ
PHYSICAL SECURITY OFFICER	PNC(SW/AW/SCW) T. OWENS
POSITION MANAGEMENT OFFICER	LCDR J. D. CHRISTENSEN
SAFETY OFFICER/NAVOSH COORDINATOR	DKCS(SW) E. FLORENDO
SAVINGS BOND OFFICER	Mr. T. R. STOLZOFF
SDS ASSOCIATE DATA BASE ADMINISTRATOR	Ms. P. BURKS
SDS SECURITY OFFICER	Ms. P. BURKS
SECURITY MANAGER	LT J. T. GUTIERREZ
SENIOR WATCH OFFICER	DKCS(SW) E. FLORENDO
SAVI ADVOCATE	ITC(SW/AW) L. L. GONZALES
STAFF DUTY OFFICERS	All E5-E6 assigned
STAFF PERSONNEL OFFICER	LT J. T. GUTIERREZ
STANDARDS OF CONDUCT COORDINATOR	PN1 J. DUPONT
TELEPHONE/CATS COORDINATOR	Mr. R. G. PHIFER
VICTIM AND WITNESS ASSISTANCE PROGRAM COORDINATOR	LT J. T. GUTIERREZ
VOTING OFFICER	LT J. T. GUTIERREZ
URINALYSIS COORDINATOR	DKCS(SW) E. FLORENDO ITC(SW/AW) L. L. GONZALES

BOARD AND COMMITTEE ASSIGNMENTS

AIS CONFIGURATION CONTROL BOARD

Mr. R. G. PHIFER
ITC(SW/AW) L. L. GONZALES

Ms. NANCY SZASZ

MILITARY AWARDS BOARD

LCDR J. D. CHRISTENSEN - CHAIRMAN
CMDCM(SS) B. E. BAILEY

LT J. T. GUTIERREZ

CIVILIAN AWARDS BOARD

LCDR J. D. CHRISTENSEN
Mr. M. QUINTO

Mr. R. G. PHIFER
Ms. L. ATKINS

CASH VERIFICATION BOARD

DKCS(SW) E. FLORENDO
PNCS(SW/AW) J. L. GRIGSBY

PNC(SW/AW/SCW) T. OWENS

COMMAND ASSESSMENT TEAM

CHAIRMAN - LCDR J. D. CHRISTENSEN
CMDCM(SS) B. E. BAILEY

LT J. T. GUTIERREZ
ALL DETACHMENT OICs

COMMAND TRAINING TEAM

CHAIRMAN - DKCS(SW) E. FLORENDO
ALL DETACHMENT PRIMARY/ALTERNATE TEAM MEMBERS

PHYSICAL SECURITY REVIEW COMMITTEE (PSRC)

LCDR J. D. CHRISTENSEN
Ms. P. BURKS
ALL DETACHMENT ASSISTANT SECURITY MANAGERS

DKCS(SW) E. FLORENDO
Mr. N. A. ABALOS

POSITION MANAGEMENT BOARD

LCDR J. D. CHRISTENSEN - CHAIRMAN
Mr. R. C. GERSTER

Ms. L. ATKINS
DETACHMENT OIC - AS REQUIRED

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SAFETY COUNCIL

CAPT CAROLINE B. KONCZEY
ALL DETACHMENT OICs
Ms. L. ATKINS
Ms. S. TOWNSEND

LCDR J. D. CHRISTENSEN
LT J. T. GUTIERREZ
Mr. M. A. QUINTO
Mr. R. G. PHIFER